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Montana  
Office of Public Instruction  
Denise Juneau, State Superintendent

Office of Public Instruction  
P.O. Box 202501  
Helena, MT, 59620-2501  
(406) 444-3095  
(888) 231-9393  
(406) 444-0169 (TTY)  
opi.mt.gov



TO: System Test Coordinators  
FROM: Judy Snow, State Assessment Director  
DATE: February 2013  
RE: Students who move during the CRT and CRT-Alternate Testing Windows—Spring 2013

School Testing Window Requirements:

- The state testing window for the CRT is **February 19 – March 26, 2013**.
- The school testing window must be within the state testing window.
  - The school testing window includes regularly scheduled testing and make-up tests. Example: If a school's regularly scheduled testing window ends on March 15 and a makeup is given on March 16, the last day of the school's testing window is March 16.

AIM Data Collections and Requirements:

- Test Window Count Date: **March 12, 2013**
- The Program Participation Collection begins **March 1 and ends March 22, 2013**. Program Participation data is reported in AIM for all students enrolled in the school during the testing window (including non-tested grades and CRT Alternate students). All data should be accurate as of the test window count date of **March 12, 2013**.
- The Test Window Attendance Collection begins **March 12 and ends March 22, 2013**. You must report the aggregate hours and absences of all students as of March 12. Use the next regularly scheduled school day if your school is not in session on **March 12, 2013**. The attendance count (absent field) reported in the Fall Attendance Collection and the Test Window Attendance Collection are averaged to determine the school's attendance rate which is used in AYP calculations. This field does not indicate if the student *participated* in the CRT assessment.

On the following pages are three tables:

**Table 1**

Provides guidance for Testing Procedures, AIM Enrollment Status, and Program Participation and Attendance Collections for students who move from one Montana public school to another during the state testing window.

**Tables 2 and 3**

Provide guidance on Testing Procedures, AIM Enrollment Status, and Program Participation and Attendance Collections for newly enrolled students who enroll from a private or home school, from out of state, or who transfer to a private or home school or move out of state during or after the school's testing window.

*The Montana Office of Public Instruction provides vision, advocacy, support, and leadership for schools and communities to ensure that all students meet today's challenges and tomorrow's opportunities.*

**Table 1: Students who move from one Montana public school to another**

School		Testing Procedures	AIM Enrollment Status	AIM Collections
Student withdraws from (the old school)	During the old school's testing window	<b>If student did not start the test</b> <ul style="list-style-type: none"> <li>Place barcode label on voided barcode label form.</li> </ul> <b>If student started or started and did not complete the test</b> <ul style="list-style-type: none"> <li>Submit the incomplete answer booklet to Measured Progress properly coded.</li> </ul>	Promptly end the student's enrollment by entering an enrollment end date and end status code.	If the student <i>was enrolled on 3/12/13</i> , data should be reported in the Program Participation and Test Window Attendance Collections.  If the student <i>exited prior to 3/12/13</i> , do not include in data collections.
	During the old school's testing window	<b>If student completed the test</b> <ul style="list-style-type: none"> <li>Submit completed Answer Booklet to Measured Progress properly coded.</li> </ul>	Promptly end the student's enrollment by entering an enrollment end date and end status code.	Include student data in Program Participation Collection <i>regardless of enrollment end date</i> .  If student <i>was enrolled on 3/12/13</i> , include data in Test Window Attendance Collection.
	After the old school's testing window	<b>If student completed the test</b> <ul style="list-style-type: none"> <li>Submit completed Answer Booklet to Measured Progress properly coded.</li> </ul>	Promptly end the student's enrollment by entering an enrollment end date and end status code.	Include student data in Program Participation Collection <i>regardless of enrollment end date</i> .  If student <i>was enrolled on 3/12/13</i> , include data in Test Window Attendance Collection.

**Table 1 continued: Students who move from one Montana public school to another**

School		Testing Procedures	AIM Enrollment Status	AIM Collections
Student enrolls in (the new school)	During the new school's testing window	<p><b>If student completed the test at the old school</b></p> <ul style="list-style-type: none"> <li>The old school submits the Answer Booklet to Measured Progress.</li> </ul> <p><b>If the student did not start or did not complete the test at the old school, the test should be administered and completed at the new school</b></p> <ul style="list-style-type: none"> <li>Use materials at the new school.</li> </ul> <p><b>AT THE NEW SCHOOL, for either a test started at the old school or administered at the new school, the following coding is required:</b></p> <ul style="list-style-type: none"> <li>The new school should bubble the following in the Answer Booklet: <ul style="list-style-type: none"> <li>Page 1 <ul style="list-style-type: none"> <li>Student name, school code, State Student ID</li> </ul> </li> </ul> </li> </ul>	Locate the student's previously assigned State Student ID in the AIM system and enroll the student into the new school by entering an Enrollment Start Date and Start Status Code.	<p>Student data should be reported in the Program Participation Collection, regardless of enrollment start date.</p> <p>If student <i>was enrolled on 3/12/13</i>, include data in Test Window Attendance Collection.</p>

**Table 1 continued: Students who move from one Montana public school to another**

School		Testing Procedures	AIM Enrollment Status	AIM Collections
Student enrolls in (the new school)	After the new school's testing window	Student is not included in testing at the new school.	Locate the student's previously assigned State Student ID in the AIM system and enroll the student into the new school by entering an Enrollment Start Date and Start Status Code.	If the student <i>was enrolled on 3/12/13</i> , data should be reported in the Program Participation and Test Window Attendance Collections.

**Table 2: Student withdraws from an accredited Montana public or private school to enroll in a school outside of Montana, a private non-accredited school, or a home school**

School		Testing Procedures	AIM Enrollment Status	AIM Collections
Student withdraws from (old school) to enroll in a school outside of Montana or student transfers to a private or home school.	During the old school's testing window	<b>If student did not start or complete the test</b> <ul style="list-style-type: none"> <li>Place barcode label on voided barcode label form.</li> </ul>	Promptly end the student's enrollment by entering an enrollment end date and end status code.	<p>If the student <i>was enrolled on 3/12/13</i>, data should be reported in the Program Participation and Test Window Attendance Collections.</p> <p>If the student <i>exited prior to 3/12/13</i>, do not include in data collections.</p>
	After the old school's testing window	<b>If student completed the test</b> <ul style="list-style-type: none"> <li>Submit completed Answer Booklet to Measured Progress properly coded.</li> </ul>	Promptly end the student's enrollment by entering an enrollment end date and end status code.	<p>Include student data in Program Participation Collection <i>regardless of enrollment end date</i>.</p> <p>If student <i>was enrolled on 3/12/13</i>, include data in Test Window Attendance Collection.</p>

**Table 3: Student enrolls in an accredited Montana public or private school from out of state or a private non-accredited home school during or after the school's testing window.**

School		Testing Procedures	AIM Enrollment Status	AIM Collections
Student enrolls in a Montana school (new school) from a school outside Montana or student transfers from a private or home school.	During the new school's testing window	<ul style="list-style-type: none"> <li>• Student needs to participate in testing.</li> <li>• New school should bubble the following on the Answer Booklet: <ul style="list-style-type: none"> <li>• Page 1 <ul style="list-style-type: none"> <li>○ Student name, school code, State Student ID</li> </ul> </li> </ul> </li> </ul>	Obtain a new AIM State Student ID (first check that student doesn't already have an AIM state id assigned) and enroll the student with a Start Status and a Start Date.	<p>Include student data in Program Participation Collection <i>regardless of enrollment start date.</i></p> <p>If student <i>was enrolled on 3/12/13</i>, include data in Test Window Attendance Collection.</p>
	After the new school's testing window	Student is not included in testing at the new school.	Obtain a new AIM State Student ID (first check that student doesn't already have an AIM state id assigned) and enroll the student with a Start Status and a Start Date.	<p>Student data should be reported in the Program Participation Collection, regardless of enrollment start date.</p> <p>If student <i>was enrolled on 3/12/13</i>, include data in Test Window Attendance Collection.</p>